

APPENDIX B

REFERENCE SERVICE

c. Note, in pencil, accession number, location and box number on record(s) or file folder(s) when separate record(s) or file folder(s) are withdrawn.

1. Request reference service by letter or memorandum enclosing Optional Form (OF) 11, Reference Request-Federal Records Centers. Using this form results in faster service. See sample of the OF 11 on page B-2.
2. Include in the request the name of the naval activity; the name, location, and telephone number of the person for whom the request is being made; a full description of the information or records needed; and the box number, the Federal Records Center (FRC) location number, and the accession number. This information is available from the Standard Form (SF) 135. If there are no security restrictions, a small number of records can be returned to the agency by mail or United Parcel Service.
3. All DON personnel visiting a center to examine records, including messengers picking up DON records, should carry appropriate credentials (a letter of authorization whose reference requests are honored at the FRC). In the case of classified documents, the individual must have written authorization to examine the records. Provide the security clearance of the visitor, messenger, or DON personnel to the FRC prior to arrival.
4. When capability exists (i.e., equipment, personnel, etc.), certain records centers will provide reproductions of records unless it is contrary to DON restrictions, security requirements, or statutory limitations. Generally, DON requests for reproduction will be done without charge. An excessive number of requests for copies, however, may require the requesting activity to reimburse the National Archives and Records Administration (NARA). There is also a charge for certified copies. Requests for reimbursable microfilm services and other requests involving extensive use of technical facilities and personnel will be charged to the requesting activity based on a schedule of fees.
5. To enable the National Archives or FRC to restore returned records which were withdrawn on a loan basis:
 - a. Include a copy of the OF 11 used to withdraw the record(s).
 - b. Ensure all records remain intact when a box is withdrawn. Return the entire box. If records must be reboxed, mark the outside of the box with the original accession number, location and box number. (See Appendix A, paragraphs 5 and 6.)

REFERENCE REQUEST—FEDERAL RECORDS CENTERS

NOTE: Use a separate form for each request.

SECTION I—TO BE COMPLETED BY REQUESTING AGENCY

ACCESSION NO.

AGENCY BOX NUMBER

RECORDS CENTER LOCATION NUMBER

OF

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

☐ BOX

☐ FOLDER (include file number and title)

REMARKS

NATURE OF SERVICE

☐ FURNISH COPY OF RECORD(S) ONLY

☐ PERMANENT WITHDRAWAL

☐ TEMPORARY LOAN OF RECORD(S)

☐ REVIEW

☐ OTHER (Specify)

SECTION II—FOR USE BY RECORDS CENTER

☐ RECORDS NOT IN CENTER CUSTODY ☐ RECORDS DESTROYED

☐ WRONG ACCESSION NUMBER—PLEASE RECHECK

☐ WRONG BOX NUMBER—PLEASE RECHECK

☐ WRONG CENTER LOCATION—PLEASE RECHECK

☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED

☐ MISSING (Neither record(s), information nor charge card found in container(s) specified)

☐ RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):

REMARKS

DATE

SERVICE

TIME REQUIRED

SEARCHER'S INITIALS

SECTION III—TO BE COMPLETED BY REQUESTING AGENCY

NAME OF REQUESTER

TELEPHONE NO.

☐ FTS

DATE

RECEIPT OF RECORDS

NAME AND ADDRESS OF AGENCY

(Include street address, building, room no. and ZIP Code)



Requester please sign, date and return this form, for file item(s) listed above, ONLY if the block to right has been checked by the Records Center.

☐

SIGNATURE

DATE